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GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*TM, a menu-driven database system. The INTERNET address GSA *Advantage!*TM is:
<http://www.GSAAdvantage.gov>.

Schedule Title: MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS).

Federal Supply Class: 874.

Contract number: GS-10F-0310L

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Contract period: July 1, 2011 – June 30, 2016

Business size: Large

Modification: Current through Modification PA-0006, dated 22 October 2014

Dated: 27 April 2015

SECTION I: Customer Information

1a. Table of awarded special item numbers (SINs):

SIN	Description	Page
874-1	Integrated Consulting Services	8
874-1RC		
874-4	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships	10
874-4RC		
874-6	Acquisition Management Support	11
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874-7	Integrated Business Program Support Services	12
874-7RC		

1b. Price lists/rates: The tables in SECTION III indicate the lowest priced model and unit price for all special items in the schedule. Prices are based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Prices do not change based on geographic location however, travel and delivery expenses are impacted by geographical location.

2. Maximum order: Maximum task order value is \$1,000,000.00

3. Minimum order: \$100.00

4. Geographic coverage (delivery area): Worldwide.

5. Point(s) of production (city, county, and State or foreign country): Consulting services performed at the Government site with support services provided from Hampton, VA.

6. Discount from list prices or statement of net price: Government prices are net (any discounts have already been taken from published list).

7. Quantity discounts: N/A.

8. Prompt payment terms: NET 30 (Exact payment terms to be negotiated on each task order.)

9a. Government purchase cards below the micro-purchase threshold: Accepted.

9b. Government purchase cards above the micro-purchase threshold: Accepted. Maximum purchase is \$25,000.00.

10. Foreign items (list items by country of origin): None.

11a. Time of delivery: Specified in task order.

11b. Expedited Delivery: All Schedule items are available for expedited delivery. Expedited delivery must be negotiated in advance and terms are subject to workforce availability at the time of order. Additional information is in paragraph 11d below.

11c. Overnight and 2-day delivery: Overnight and 2-day delivery are not available.

11d. Urgent Requirements. Contract Clause I-FSS-140-B URGENT REQUIREMENTS (JAN 1994) FSS A/L FC-94-2 applies to agencies with urgent requirements. When the Federal Supply Schedule contract delivery period in paragraph 11a above does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact AOCE for the purpose of obtaining accelerated delivery. AOCE will reply to the inquiry within 3

workdays after receipt. (Telephonic replies will be confirmed by AOCE in writing). If AOCE offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame will be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B. point(s): Destination/Domestic.
13. Ordering address: Alpha-Omega Change Engineering
460 McLaws Circle, Ste 220
Williamsburg, VA 23185-5671
Phone: 757.224.3716
Fax: 757.224.6191
E-mail: contracts@aoce.com
14. Payment address: Alpha-Omega Change Engineering
460 McLaws Circle, Ste 220
Williamsburg, VA 23185-5671

Electronic Funds Transfer (EFT):
Alpha-Omega Change Engineering
Branch Banking & Trust Co. of Virginia
Account #: 523 744 6617
Routing #: 051404260
15. Warranty provision: Commercial standard warranty.
16. Export packing charges, if applicable: N/A.
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): None.
18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A.
19. Terms and conditions of installation (if applicable): N/A.
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A.
- 20a. Terms and conditions for any other services (if applicable): N/A.
21. List of service and distribution points (if applicable): N/A.
22. List of participating dealers (if applicable): N/A.
23. Preventive maintenance (if applicable): N/A.
24. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A.
25. Data Universal Number System (DUNS) number: 00-926-0337.
26. Notification regarding registration in Central Contractor Registration (CCR) database. AOCE is registered in the CCR. CAGE Code is: 1FNV1.
27. Uncompensated Overtime (Indicate if used): Alpha-Omega Change Engineering, does not utilize Uncompensated Overtime.

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SECTION II: Introduction

A Message From Our CEO

Alpha-Omega Change Engineering (AOCE) has been a proud contributor toward improving the efficiency and effectiveness of government and commercial organizations since our inception in 1997. We provide outstanding service to both Government and Commercial clients while competing aggressively with our industry peers.

Established in 1997, AOCE is a Service-Disabled, Veteran-Owned Business specializing in the following disciplines:

- Management and professional services
- Leadership development and coaching
- Engineering and technical services
- Training development and delivery
- Studies, analyses and evaluations
- Organizational design and reengineering

As our name implies, we are experts in fulfilling customer's needs from "beginning to end!"

We understand that every work environment has its own structure, specialized environment, and unique challenges to overcome. One type of product or service does not fit all organizations. Our goal is to fully understand each customer and their circumstances so we can effectively assist in accomplishing their goals. We work with managers and employees within their environment to ensure all our actions produce the best possible results.

We are confident in our results-oriented approach and we are committed to understanding your organization and your customers' needs. As our company grows, we will continue to focus on these principles as we help our customers achieve their goals. We look forward to assisting you in improving your organization and the way it operates to fulfill the needs of your customers.

James E. Hartney
Chief Executive Officer

Company Profile

Alpha-Omega Change Engineering (AOCE), established in 1997, is a service-disabled, veteran-owned business headquartered in Hampton VA. We primarily support government and military customers throughout the United States and overseas. We are experts in organizational design, workflow process improvement, knowledge management, organizational change management, Lean for manufacturing and business other processes, and Six Sigma. The AOCE staff also provides our customers with expertise in project development, acquisition and program planning, human resources management, and military and domestic operations and intelligence applications. We develop and provide computer-based, web-based, and traditional instructional materials in leadership, technical, and customer-service topics. Our courses range from introductory to highly complex topics across both the academic and technical training spectrums. Our consultants assist organizational decision makers in managing, preparing for and addressing issues related to change through focus on the following areas: organizational analysis, strategic planning, metrics development, leadership education and development, and executive coaching. Methodologies are tailored to the needs of the organization and focus at the leadership level of analysis and action.

Performance Improvement

The AOCE Team is a group of former federal government leaders and commercial experts who together deliver sustainable performance excellence through speed agility and flawless execution. Our diverse clientele allows us insight into the similarities in problem solving approaches of various organizations. We bring an experience consortium of practitioners, holding certifications in all areas of performance improvement including but not limited to: ASQ Black Belts, Master Black Belts, ISF certified facilitators, and other continuous process improvement qualifications. Our staff have worked with Department of Defense, NASA, Veteran Affairs, Coast Guard, Secret Service, and other commercial clients to provide executive coaching and extensive experience with all levels of organizations.

Capabilities

- Lean Six Sigma training
- Executive coaching
- Collaborative decision making
- Professional facilitation
- Value stream mapping
- Rapid Improvement Events (RIE)
- CPI Deployment Consultation
- Project coaching
- Training and Certifications

Staff Support

AOCE provides mid-term and long-term Advisory and Assistance Support (AAS), Scientific, Engineering, and Technical Assistance (SETA) support to our customers in a wide range of program areas. Through the use of various contract types we provide our customers with competitively-priced support to accomplish planning, development, execution of acquisition, operations, and mission support.

Capabilities

- Organizational Mission Performance Planning

- Aircrew Training and Training Support
- Training Plans and Training Systems Development
- Military Contracting Office Support
- Aircraft and Logistics Support
 - Manned and Unmanned Aerial Systems
 - Munitions Allocation and Movement
 - Aircraft Engine Management
 - Corrosion Control
 - Transportation
 - Two and Three-level Maintenance
 - Air Force Repair Enhancement Program (AFREP)
 - Supply/War Reserve Material (WRM) Management
- Systems Acquisition and Modification Management
 - Advanced Aircraft Survivability Equipment (ASE)
 - UAV Systems Modifications
- Rapid Military Operational Support
- Aircrew Life Support
- Communications Systems and Frequency Management
 - Satellite Communications Terminal
 - Automated Flight Following System
- Data Gathering/Distribution and Satellite Systems
 - Eagle Vision/Eagle Express
 - DGS Network and Systems Administration Support
- Military Intelligence and Imagery Analysis
- Civil Engineering
- Emergency Management and Response
- Disaster Response Command and Control

Training Development

The best training programs are those that have detailed plans describing how knowledge and skills relate to specific job task requirements. Starting from this basic guide, plans should include job tasks, knowledge or performance levels, sources of training, and other items necessary to make the plan a useful document for managers and employees at all levels in the organization. As we collaborate with personnel in your organization, we will develop a detailed plan tailored to meet your specific training needs.

Capabilities

- Identify Customer-preferred training equipment and media
- Determine methods of conducting training
- Develop teaching steps
- Consolidate supporting course information
- Develop graphics, animations, and simulations
- Develop lesson plans, storyboards, and support materials
- Perform course coding (if developing electronic courseware)
- Validate training
- Finalize training materials
- Perform periodic course revisions

SECTION III: Products and Services

SIN 874-1 Integrated Consulting

Services

The scope of our consulting services ranges from small-scale to long-term efforts. These efforts can consist of simply assisting our clients in single process evaluations, to performing a major effort involving the development of all actions needed to turn conceptual ideas into reality. Our AOCE MOBIS consultants will assist managers and workers at all levels of your organization to analyze, improve, design, manage or assess business processes throughout your organization.

Categories

- | | | |
|---|--|--|
| • Develop strategic, business, action and implementation plans | • Develop vision, mission, and objective statements | • Perform baseline assessments of organizational culture and daily operations |
| • Determine process cycle time and recommend improvements | • Assist in the design, continuous improvement, or reengineering of work processes | • Determine effects of change on customers, workforce, and organizational effectiveness |
| • Analyze cycle time for process and productivity improvements | • Assist in organizational design or restructuring to become effective and efficient in a process-centered organization | • Program audits, and evaluations |
| • Assist in development of balanced assessment and measurement systems | • Measure continued progress towards satisfying customer requirements and meeting organizational objectives | • Develop leadership and management methods, procedures, and systems |

AOCE facilitators are experts in guiding internal management and improvement teams as they perform data analyses, process evaluation and improvement, and program management efforts. We are also experienced management meeting facilitators for other activities, to include recurring management updates and decision-making forums. Our team of experts will facilitate your organizational leadership and work teams in decision-making services through collaborative efforts, working groups, or integrated product, process, or self-directed teams. These services include assistance in areas such as strategic planning, executive and management-level decision, customer focus groups, or analysis, process or product development teams. Facilitation services include team selection, charter development, analysis documentation, storyboard, and report development assistance.

Categories

- | | | |
|---|--|--|
| • The use of problem solving techniques | • Defining and refining the agenda | • Debriefing and overall meeting planning |
| • Resolving disputes, disagreements, and divergent views | • Logistical meeting/ conference support when performing technical facilitation | • Convening and leading large and small group briefings and discussions |

- **Providing a draft for the permanent record**
- **Recording discussion content and focusing decision-making**
- **Preparing draft and final reports for dissemination**

Administrative Notes

Typical work performed in this category is performed in response to a specific task order. The tables at [Attachment 1](#) list the hourly rates used to develop our response to each task order.

If the requesting agency chooses to purchase from this SIN on a Labor Hour basis, the resultant Task Order must specify the Not To Exceed price, the Labor Category(ies) proposed (with hourly and daily rates for each), and any Other Direct Costs (ODCs).

SIN 874-4 Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships

AOCE will provide expert consultation, assistance and custom-designed or commercially available off-the-shelf training or educational courses that are delivered via an Instructor-led traditional classroom setting or via a web-based or computer-based training system. These courses have a defined course title, length of time, syllabus and whether materials are included. Our proposed professional services will include planning, creating and executing test administration and learning management. Courseware will include customized, subject matter-specific training that may be delivered in a platform instructor-led classroom setting or via a computer-based training mode, internet-enabled or standalone disk.

Categories

- | | | |
|--|--|--|
| • Courseware Development | • Test administration | • Learning management system design |
| • Learning management system administration | • Computer-based training (CBT) development | • Instructor-led training |
| • Training syllabus design | • Training syllabus development | • Storyboarding |

Administrative Notes

Typical work performed in this category is performed in response to a specific task order. The tables at [Attachment 1](#) list the hourly rates used to develop our response to each task order.

If the requesting agency chooses to purchase from this SIN on a Labor Hour basis, the resultant Task Order must specify the Not To Exceed price, the Labor Category(ies) proposed (with hourly and daily rates for each), and any Other Direct Costs (ODCs).

SIN 874-6 Acquisition Management Support

AOCE has a wealth of experience across a broad spectrum of contracting and acquisition activities. We are experts in the DOD Joint Capabilities Integration Development System (JCIDS) process, having supported the requirements development process for Air Combat Command for over ten years. We have also supported base contracting activities from market research to contract closeout. AOCE provides professional support services to agencies conducting acquisition management activities. Services provided include:

- Acquisition planning assistance, including market research and recommending procurement strategy
- Acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc
- Expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis
- Contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies
- Contract close-out assistance

AOCE is cognizant of the potential for an organizational conflict of interest in activities under this SIN and has published a robust OCI Mitigation Plan to ensure this potential is minimized.

Categories

- | | | |
|---|--------------------------------------|-------------------------------------|
| • Requirement | • Requirements Documentation | • Requirements Planning |
| • Contract Administration | • Acquisition Market Research | • Solicitation Support |
| • Contract Closeout | • Proposal Evaluations | • Cost/Benefit Analyses |
| • Contractor Performance Evaluations | • Contract Modifications | • Quality Surveillance Plans |

Administrative Notes

Typical work performed in this category is performed in response to a specific task order. The tables at [Attachment 1](#) list the hourly rates used to develop our response to each task order.

If the requesting agency chooses to purchase from this SIN on a Labor Hour basis, the resultant Task Order must specify the Not To Exceed price, the Labor Category(ies) proposed (with hourly and daily rates for each), and any Other Direct Costs (ODCs).

SIN 874-7 Integrated Business Program Support Services

Our approach to accomplishing program integration and management services is simple. We concentrate on identifying essential project elements then develop detailed action plans to ensure each action is effectively planned and accomplished. We provide the customer with recurring status reports and feedback sessions to ensure our actions remain consistent with their long-range goals. We then apply the changes identified to the customers' organizational environment and business needs. In the early stages of project development, we will analyze system requirements, define the actions necessary to achieve your goals, and develop plans and procedures to guide your organization toward accomplishment. We will develop procedural manuals, process flow diagrams, and other necessary items to support your needs. As your project moves from conceptual development into its operational phase, we apply standardized management concepts to ensure all activities remain on track and integrated with other efforts. We will assist in development of metrics needed for assessment and logical changes to existing processes. We will also develop assessment tools and reports necessary for your organization to meet the requirements of the International Standards Organization (ISO), Malcolm Baldrige National Quality Award (MBNQA), Presidential Award for Quality (PAQ), or the Senate Productivity Award (SPA).

Categories

- Acquisition Systems Improvement
- Activity-based Costing Analyses
- Agile Decision, Production, and Support Systems
- Asset and Supply Management
- Aviation and Aviation Support
- Award and Certification Nomination Packages
- Balanced Scorecard Assistance
- Benchmarking and Best Practices
- Business and Organizational Assessments
- Business Process Reengineering
- Call Center Operations Analyses
- Change Management
- Collaborative Decision Systems
- Computer-Aided Decision Systems
- Communicating Change in the Organization
- Concepts Development
- Conflict Resolution
- Cultural Diversity Issues and Impacts
- Customer Feedback Assessments
- Independent Studies and Data Analyses
- Implementation and Action Plan Development
- Leadership and Supervisory Fundamentals
- Leadership in a Process-Centered Organization
- Logistics Management and Support
- Medical and Hospital Services and Operations
- Marine and Shipboard Operations
- Organizational Performance Measurement
- Personnel Management
- Process Analysis and Development
- Process Improvement Teams
- Process Mapping and Architecture
- Process Modeling and Simulation
- Process Reengineering Teams
- Quality Function Deployment
- Quality Management Fundamentals
- Quality Tools and Techniques
- Recognition/Reward System Analysis & Design
- Self-Directed Analysis and Improvement

- | | |
|--|---|
| <ul style="list-style-type: none"> • Customer Interface Improvements • Customer Service Assessments • Decision and Logic Tree Development • Distribution Assessments and Improvements • Employee Development • Employee Assessments and Surveys • Force Projection and Combat Deployment • Government Directives Development • GPRA Analyses and Implementation | <p>Teams</p> <ul style="list-style-type: none"> • Specifications and Metrics Development • Site Planning and Operation • Strategic Plan Development • Team Building • Technical Proposal Development • Technical Publication Development • Training Development and Evaluation • Vehicle and Fleet Services • Vision, Mission, and Objective Development |
|--|---|

Administrative Notes

Typical work performed in this category is performed in response to a specific task order. The tables at [Attachment 1](#) list the hourly rates used to develop our response to each task order.

If the requesting agency chooses to purchase from this SIN on a Labor Hour basis, the resultant Task Order must specify the Not To Exceed price, the Labor Category(ies) proposed (with hourly and daily rates for each), and any Other Direct Costs (ODCs).

Attachment 1: Hourly Labor Rates (All SINS)

The Labor Rate tables below list the labor rates used to develop our response to each task order. These labor rates apply to all SINS (874-1, 874-4, 874-6, and 874-7). Labor rates include the GSA IFF.

Labor Category (includes IFF at 0.75%)	2011 Hourly Rate	2012 Hourly Rate	2013 Hourly Rate	2014 Hourly Rate	2015 Hourly Rate
(E001) Expert/Specialized Consultant Level 1	\$300.62	\$309.94	\$319.55	\$329.46	\$339.67
(E002) Expert/Specialized Consultant Level 2	\$258.54	\$266.55	\$274.81	\$283.33	\$292.11
(E003) Expert/Specialized Consultant Level 3	\$222.45	\$229.35	\$236.46	\$243.79	\$251.35
(E004) Expert/Specialized Consultant Level 4	\$192.40	\$198.36	\$204.51	\$210.85	\$217.39
(A001) Program Manager	\$184.75	\$190.48	\$196.38	\$202.47	\$208.75
(A002) Deputy Program Manager	\$172.47	\$177.82	\$183.33	\$189.01	\$194.87
(A003) Principal Project Mgr/Team Leader	\$157.38	\$162.26	\$167.29	\$172.48	\$177.83
(A004) Project Manager/Team Leader	\$125.85	\$129.75	\$133.77	\$137.92	\$142.20
(A005) Assist Project Mgr/Team Leader	\$98.14	\$101.18	\$104.32	\$107.55	\$110.88
(A006) Project Technical Director	\$177.73	\$183.24	\$188.92	\$194.78	\$200.82
(A007) Deputy Project Technical Director	\$167.21	\$172.39	\$177.73	\$183.24	\$188.92
(A008) Assistant Project Technical Director	\$131.00	\$135.06	\$139.25	\$143.57	\$148.02
(A009) Sr. Executive Consultant	\$164.02	\$169.10	\$174.34	\$179.74	\$185.31
(A010) Executive Consultant	\$139.60	\$143.93	\$148.39	\$152.99	\$157.73
(A011) Sr. Mgt Consultant/Facilitator	\$120.02	\$123.74	\$127.58	\$131.53	\$135.61
(A012) Mgt Consultant/Facilitator	\$103.71	\$106.93	\$110.24	\$113.66	\$117.18
(A013) Assistant Mgt Consultant/Facilitator	\$92.89	\$95.77	\$98.74	\$101.80	\$104.96
(A014) Associate Mgt Consultant/Facilitator	\$80.51	\$83.01	\$85.58	\$88.23	\$90.97
(A015) Apprentice Mgt Consultant/Facilitator	\$52.90	\$54.54	\$56.23	\$57.97	\$59.77
(A028) Executive Training Developer/Consultant	\$139.60	\$143.93	\$148.39	\$152.99	\$157.73
(A029) Sr. Training Developer/Consultant	\$116.58	\$120.19	\$123.92	\$127.76	\$131.72
(A030) Training Developer/Consultant	\$97.61	\$100.64	\$103.76	\$106.98	\$110.30
(A031) Training Developer/Consultant Assistant	\$87.42	\$90.13	\$92.92	\$95.80	\$98.77

Labor Category (includes IFF at 0.75%)	2011 Hourly Rate	2012 Hourly Rate	2013 Hourly Rate	2014 Hourly Rate	2015 Hourly Rate
(A032) Training Developer/Consultant Associate	\$75.77	\$78.12	\$80.54	\$83.04	\$85.61
(A033) Training Developer/Consultant Apprentice	\$53.02	\$54.66	\$56.35	\$58.10	\$59.90
(A034) Sr. Data Analyst	\$101.69	\$104.84	\$108.09	\$111.44	\$114.89
(A035) Data Analyst	\$94.39	\$97.32	\$100.34	\$103.45	\$106.66
(A036) Data Analyst Assistant	\$75.77	\$78.12	\$80.54	\$83.04	\$85.61
(A037) Data Analyst Associate	\$64.12	\$66.11	\$68.16	\$70.27	\$72.45
(A038) Data Analyst Apprentice	\$46.80	\$48.25	\$49.75	\$51.29	\$52.88
(A039) Researcher	\$68.97	\$71.11	\$73.31	\$75.58	\$77.92
(A040) Researcher Assistant	\$53.87	\$55.54	\$57.26	\$59.04	\$60.87
(A041) Researcher Associate	\$48.88	\$50.40	\$51.96	\$53.57	\$55.23
(A042) Researcher Apprentice	\$41.79	\$43.09	\$44.43	\$45.81	\$47.23
(A043) Survey Developer	\$66.15	\$68.20	\$70.31	\$72.49	\$74.74
(A044) Survey Developer Assistant	\$57.95	\$59.75	\$61.60	\$63.51	\$65.48
(A045) Survey Administrator	\$56.52	\$58.27	\$60.08	\$61.94	\$63.86
(A046) Graphics Designer	\$62.64	\$64.58	\$66.58	\$68.64	\$70.77
(A047) Graphics Designer Assistant	\$56.64	\$58.40	\$60.21	\$62.08	\$64.00
(A048) Graphics Designer Apprentice	\$47.39	\$48.86	\$50.37	\$51.93	\$53.54
(A049) Executive Administrative Technician	\$79.23	\$81.69	\$84.22	\$86.83	\$89.52
(A050) Sr. Administrative Technician	\$65.30	\$67.32	\$69.41	\$71.56	\$73.78
(A051) Administrative Technician	\$52.11	\$53.73	\$55.40	\$57.12	\$58.89
(A052) Administrative Apprentice	\$38.25	\$39.44	\$40.66	\$41.92	\$43.22

Attachment 2: Service Contract Act (SCA) Matrix

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories below are based on the U.S. Department of Labor Wage Determination Number identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly. We have reviewed all our awarded labor categories and have determined the six contained in the matrix below are subject to the SCA. We have determined that all of the remaining labor categories are exempt. We have utilized the Hampton Roads wage determination local to company headquarters and the site of most of our work. We request use of Method 2 from paragraph (vii) (A)(2) to determine the price adjustment of SCA-eligible categories. We will use the Economic Price Adjustment Clause I-FSS-969 paragraph (b)(1) as our basis for escalation throughout the option period.

Prices for the SCA labor categories meet or exceed those in Wage Determination No. 05-2543 Revision 12, dated 6/22/2010.

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
(A045) Survey Administrator	01420 - Survey Worker	WD 05-2543 Rev 12
(A046) Graphics Designer	15080 - Graphic Artist	WD 05-2543 Rev 12
(A047) Graphics Designer Assistant	15080 - Graphic Artist	WD 05-2543 Rev 12
(A048) Graphics Designer Apprentice	15080 - Graphic Artist	WD 05-2543 Rev 12
(A049) Executive Administrative Technician	01020 - Administrative Assistant	WD 05-2543 Rev 12
(A050) Senior Administrative Technician	01313 - Secretary III	WD 05-2543 Rev 12
(A051) Administrative Technician	01312 - Secretary II	WD 05-2543 Rev 12
(A052) Administrative Apprentice	01311 - Secretary I	WD 05-2543 Rev 12

Attachment 3: Labor Category Descriptions (All SINS)

AOCE GSA MOBIS Labor Category Descriptions

(E001) Expert/Specialized Consultant Level 1

Position Description: Has broad, high-level knowledge and experience relevant to the specific task being performed. Possesses the capability to direct, design, or develop plans, implementation or cutover plans, integration plans, or interoperability plans based on different business environments. Has the ability to use experience and technical judgment to reach conclusions in the face of limited and/or uncertain data. Supervises or manages the planning and is considered a leading expert in the field. Capable of supervising multiple teams of specialty individuals working on highly complex projects. Provides lead analysis for translating customer needs into usable products, plans or implementation plans. Provides leadership or direction on innovative research associated with project execution. Performs management responsibilities for a program or staff for assigned projects. Provides in-depth analysis on network interoperability, topologies, technologies, interfaces, and protocols. May perform other duties as required.	
Minimum Education: Doctorate in related field or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).	Experience: Eight years general work experience in relevant field.

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(E002) Expert/Specialized Consultant Level 2

Position Description:

Has in-depth knowledge of multiple aspects of plan and project integration. Has the ability to use experience and technical judgment to reach conclusions in the face of limited and/or uncertain data. Supervises or manages the implementation of specific aspects of project planning and is capable of supervising a team of specialty Engineers working on highly complex projects.

Provides lead specialty expertise for specific projects. Provides technical support in one or more specific areas associated with project execution, interoperability, or integration. Performs technical lead management responsibilities for specific technical areas of assigned projects. Provides in-depth analyses on network interoperability, topologies, technologies, interfaces, and protocols. May perform other duties as required.

Minimum Education:

Doctorate in related field or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience:

Six years general work experience in relevant field.

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(E003) Expert/Specialized Consultant Level 3

Position Description:

Specialist that has broad knowledge in multiple aspects of plan or program integration. This individual possesses broad knowledge in one or more relevant areas and may possess specialized knowledge in one or more areas. Capable of working alone on specific tasks associated with the implementation of specific aspects of a complex projects and is capable of providing limited guidance or supervision of Engineers or specialists in highly complex projects.

Provides general support for plan and program integration. Provides support in national or international forums on requirements for requirements related to a specific specialty. Provides technical support in one or more specific areas of research associated with assigned tasks. Provides support for the development of technical analysis, white papers, or research for specific technical areas on a project. Provides general analysis on interoperability with existing protocols or services. May perform other duties as required.

Minimum Education:

A Master's Degree in a relevant field. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience:

Two years general work experience in relevant field

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(E004) Expert/Specialized Consultant Level 4

Position Description: Has knowledge in one or more aspects of plan or project integration. This individual possesses broad knowledge in one or more specific areas and possesses specialized knowledge relevant to the assigned project. Capable of working with supervision on specific tasks associated with the implementation of specific aspects of plan or project implementation. Provides assistance and performs general technical tasks for project integration. Performs research in support of the development of requirements or standards for a specific specialty. Performs general technical support in one or more specific areas of research associated with plan and project interoperability or integration. Assists in testing or analysis of interoperability with existing protocols or services. May perform other duties as required.	
Minimum Education: Master's Degree in relevant field. Two (2) years experience is equivalent to one (1) year of education (i.e. Twelve (12) years experience is equivalent to a Master's degree).	Experience: Minimum six months general work experience in relevant field.

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(A001) Program Manager

Position Description: <p>Provides management and technical direction to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as AOCE counterpart to Government Senior Agency, Program, or Project Manager. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management.</p> <p>Plans, directs, coordinates, and controls technical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises project managers in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative judgments and provides advice on resolving problems. Coordinates project activities with activities of government regulatory or other governmental agencies.</p>	
Minimum Education: <p>M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).</p>	Experience: <p>Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.</p>

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(A002) Deputy Program Manager

Position Description: Provides management and technical direction to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as the Deputy AOCE counterpart to Government Senior Agency, Program, or Project Manager. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Plans, directs, coordinates, and controls technical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises project managers in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative judgments and provides advice on resolving problems. Coordinates project activities with activities of government regulatory or other governmental agencies.	
Minimum Education: M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).	Experience: Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

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(A003) Principal Project Manager/Team Leader

Position Description: <p>Provides management and technical direction to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as AOCE counterpart to Government Senior Agency or Project Manager. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management.</p> <p>Plans, directs, coordinates, and controls technical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises program managers in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative judgments and provides advice on resolving problems. Coordinates project activities with activities of government regulatory or other governmental agencies.</p>	
Minimum Education: <p>B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).</p>	Experience: <p>Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.</p>

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(A004) Project Manager/Team Leader

Position Description: <p>Provides management and technical direction to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as AOCE counterpart to Government Agency or Project Managers. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management.</p> <p>Plans, directs, coordinates, and controls technical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises program managers in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative judgments and provides advice on resolving problems. Coordinates project activities with activities of government regulatory or other governmental agencies.</p>	
Minimum Education: <p>B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).</p>	Experience: <p>Minimum five (5) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision.</p>

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(A005) Assist Project Manager/Team Leader

Position Description:

Provides management and technical direction to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as Assistant AOCE counterpart to Government Agency or Project Managers. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management.

Plans, directs, coordinates, and controls technical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises program managers in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative judgments and provides advice on resolving problems. Coordinates project activities with activities of government regulatory or other governmental agencies.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Experience:

Minimum five (5) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision.

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(A006) Project Technical Director

Position Description: Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Provides technical direction and advice to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical or conceptual problems. Integrate technical needs into work plan timeline, including identification of required skill sets for each phase of project, and participates in recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as the AOCE advisor to Government Senior Agency, Program, or Project Managers. Develops requirements from a project's inception to conclusion in a subject matter area, for simple to moderately complex programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Consults with client to define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solutions.	
Minimum Education: M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).	Experience: Minimum five (5) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision.

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(A007) Deputy Project Technical Director

Position Description:

Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Provides technical direction and advice to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical or conceptual problems. Integrate technical needs into work plan timelines, including identification of required skill sets for each phase of project, and participates in recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as Assistant AOCE advisor to Government Senior Agency, Program, or Project Managers.

Develops requirements from a project's inception to conclusion in a subject matter area, for simple to moderately complex programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Consults with client to define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solutions.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. six (8) years experience is equivalent to a Bachelor degree).

Experience:

Minimum five (5) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision.

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(A008) Assistant Project Technical Director

Position Description:

Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Provides technical direction and advice to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical or conceptual problems. Integrate technical needs into work plan timeline, including identification of required skill sets for each phase of project, and participates in recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as Assistant AOCE advisor to Government Senior Agency, Program, or Project Managers.

Develops requirements from a project's inception to conclusion in a subject matter area, for simple to moderately complex programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Consults with client to define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solutions.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. six (8) years experience is equivalent to a Bachelor degree).

Experience:

Minimum three (3) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision.

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(A009) Sr. Executive Consultant

Position Description: Serves as AOCE advisor to Government Senior Agency, Program, or Project Managers. Provides management, doctrine, and policy analysis support, and assists in or performs analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions. Provides options for developing organizational and procedural strategies for implementing new programs/business functions. Develops new or improved mechanisms to support interaction with external organizations. Develops strategic and implementation plans and other mission-critical documents using knowledge of specific agency mission and goals. Performs independent research on agency requirements, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates government plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions. Financial management duties can include the preparation of monthly profit and loss presentations, budgeting and forecasting, task order and proposal pricing, and various internal financial reports.	
Minimum Education: M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).	Experience: Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

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(A010) Executive Consultant

Position Description: Serves as AOCE advisor to Government Agency, Program, or Project Managers. Provides management, doctrine, and policy analysis support, and assists in or performs analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions. Provides options for developing organizational and procedural strategies for implementing new programs/business functions. Develops new or improved mechanisms to support interaction with external organizations. Develops strategic and implementation plans and other mission-critical documents using knowledge of specific agency mission and goals. Performs independent research on agency requirements, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates government plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions. Financial management duties can include the preparation of monthly profit and loss presentations, budgeting and forecasting, task order and proposal pricing, and various internal financial reports.	
Minimum Education: M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).	Experience: Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

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(A011) Sr. Management Consultant/Facilitator

Position Description:

Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendor for related services. Ensuring that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education:

M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience:

Minimum two (2) years of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

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(A012) Management Consultant/ Facilitator

Position Description:

Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendor for related services. Ensuring that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Experience:

Minimum two (2) years of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

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(A013) Assistant Management Consultant/Facilitator

Position Description:

Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Experience:

Minimum one (1) year of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

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(A014) Associate Management Consultant/Facilitator

Position Description:

Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education:

A.S./A.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate degree).

Experience:

Minimum six (6) months of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

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(A015) Apprentice Management Consultant/Facilitator

Position Description:

Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education:

A.S./A.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to a Associate degree).

Experience:

Completed training as a facilitator with knowledge of applicable subject matter.

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Labor Categories A016 – A027 intentionally left blank.

(A028) Executive Training Developer/Consultant

Position Description:

Serves as AOCE advisor to Government Agency, Program, or Project Managers. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Provides management, doctrine, and policy analysis support, and assists in or performs analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions. Provides options for developing organizational and procedural strategies for implementing new programs/business functions. Develops new or improved mechanisms to support interaction with external organizations. Develops strategic and implementation plans and other mission-critical documents using knowledge of specific agency mission and goals. Performs independent research on agency requirements, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates government plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions. Financial management duties can include the preparation of monthly profit and loss presentations, budgeting and forecasting, task order and proposal pricing, and various internal financial reports.

Minimum Education:

M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience:

Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

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(A029) Sr. Training Developer/Consultant

Position Description: <p>Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.</p> <p>Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.</p> <p>Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.</p>	
Minimum Education: <p>M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).</p>	Experience: <p>Minimum two (2) years of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.</p>

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(A030) Training Developer/Consultant

Position Description:

Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Experience:

Minimum two (2) years of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

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(A031) Training Developer/Consultant Assistant

Position Description:

Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Supports technical training and documentation for various subject matters in classroom environments and one-on-one/small group set-ups. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Experience:

Minimum one (1) year of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

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(A032) Training Developer/Consultant Associate

Position Description:

Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Experience:

Minimum one (1) year of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

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(A033) Training Developer/Consultant Apprentice

Position Description:

Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education:

A.S./A.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate degree).

Experience:

Minimum six (6) months of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

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(A034) Sr. Data Analyst

Position Description:

Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Develops, writes, and edits materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications in print or electronic media. Assists in collecting and organizing information for preparation of client products. Supports documentation activities such as writing, editing, proofreading, and production of technical documents, on-line help, and other interactive documentation. Engages in frequent interdepartmental contact and acts as liaison between customers and technical staff.

Observes production, developmental, and experimental activities to determine operating procedure and detail. Familiar with current product technologies and production methods. Prepares or arranges for preparation of index. Provides documentation in presentation-ready quality output using advanced word processing or desktop publishing software.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Experience:

Minimum four (4) years of experience in research, analysis, or management.

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(A035) Data Analyst

Position Description:

Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Develops, writes, and edits materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications in print or electronic media. Assists in collecting and organizing information for preparation of client products. Supports documentation activities such as writing, editing, proofreading, and production of technical documents, on-line help, and other interactive documentation. Engages in frequent interdepartmental contact and acts as liaison between customers and technical staff.

Observes production, developmental, and experimental activities to determine operating procedure and detail. Familiar with current product technologies and production methods. Prepares or arranges for preparation of index. Provides documentation in presentation-ready quality output using advanced word processing or desktop publishing software.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Experience:

Minimum two (2) years of experience in research, analysis, or management.

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(A036) Data Analyst Assistant

Position Description:

Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Assists in development, writing, and editing of materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications in print or electronic media. Assists in collecting and organizing information for preparation of client products. Supports documentation activities such as writing, editing, proofreading, and production of technical documents, on-line help, and other interactive documentation. Engages in frequent interdepartmental contact and acts as liaison between customers and technical staff.

Observes production, developmental, and experimental activities to determine operating procedure and detail. Familiar with current product technologies and production methods. Prepares or arranges for preparation of index. Provides documentation in presentation-ready quality output using advanced word processing or desktop publishing software.

Minimum Education:

A.A or A.S Degree. High School diploma, or GED, and equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.

Experience:

Minimum one (1) year experience in research, analysis, or management.

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(A037) Data Analyst Associate

Position Description:

Analyzes user needs to determine requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Assists in development, writing, and editing of materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications in print or electronic media. Assists in collecting and organizing information for preparation of client products. Supports documentation activities such as writing, editing, proofreading, and production of technical documents, on-line help, and other interactive documentation.

Observes production, developmental, and experimental activities to determine operating procedure and detail. Familiar with current product technologies and production methods. Prepares or arranges for preparation of index. Provides documentation in presentation-ready quality output using advanced word processing or desktop publishing software.

Minimum Education:

A.A or A.S Degree. High School diploma, or GED, and equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.

Experience:

Minimum one (1) year experience in research, analysis, or management.

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(A038) Data Analyst Apprentice

Position Description: Performs specific analysis duties at the direction of senior analysts or work team leads. Assists in development, writing, and editing of materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications in print or electronic media. Assists in collecting and organizing information for preparation of client products. Supports documentation activities such as writing, editing, proofreading, and production of technical documents, on-line help, and other interactive documentation.	
Minimum Education: A.A or A.S Degree. High School diploma, or GED, and equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.	Experience: Minimum one (1) year experience in research, analysis, or management.

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(A039) Researcher

Position Description: Overall responsible for researching specific top matters. Performs administrative assignments requiring the ability to follow directions and procedures. Proofreads for error and proper format. Other duties include reviewing materials to be typed, answering telephones, taking messages, and making copies. May also perform other duties as required. May also provide aspects of meeting planning support (i.e. the production of confirmation letters; charts and tables; name badges, tables, etc.).	
Minimum Education: High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.	Experience: Minimum one (1) year experience in research, analysis, or management.

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(A040) Researcher Assistant

Position Description: Provides assistance to the chief project researcher. Performs administrative assignments requiring the ability to follow directions and procedures. Proofreads for errors and proper format. Other duties include reviewing materials to be typed, answering telephones, taking messages, and making copies. May also perform other duties as required. May also provide aspects of meeting planning support (i.e. the production of confirmation letters; charts and tables; name badges, table tents, etc.).	
Minimum Education: High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.	Experience: Minimum one (1) year experience in research, analysis, or management.

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(A041) Researcher Associate

Position Description:

Provides assistance to project researchers. Performs administrative assignments requiring the ability to follow directions and procedures. Proofreads for errors and proper format. Other duties include reviewing materials to be typed, answering telephones, taking messages, and making copies. May also perform other duties as required. May also provide aspects of meeting planning support (i.e. the production of confirmation letters; charts and tables; name badges, table tents, etc.).

Minimum Education:

High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service.

Experience:

Minimum six (6) months experience with thorough knowledge of most commonly used word processing packages (i.e. WordPerfect and MS Word). B.A. with requisite word processing skills may be substituted for experience.

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(A042) Researcher Apprentice

Position Description:

Assists in research and research-related tasks. Performs administrative assignments requiring the ability to follow directions and procedures. Proofreads for error and proper format. Other duties include reviewing materials to be typed, answering telephones, taking messages, and making copies. May also perform other duties as required. May also provide aspects of meeting planning support (i.e. the production of confirmation letters; charts and tables; name badges, table tents, etc.).

Minimum Education:

High School diploma, GED, or equivalent experience in a related field.

Experience:

None.

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(A043) Survey Developer

Position Description:

Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training.

Minimum Education:

A.A or A.S Degree. High School diploma, or GED, and equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.

Experience:

Minimum one (1) year experience in survey development, research, analysis, or management.

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(A044) Survey Developer Assistant

Position Description:

Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training.

Minimum Education:

High School diploma, GED, or equivalent experience in a related field.

Experience:

Minimum six (6) months experience with thorough knowledge of most commonly used word processing packages (i.e. WordPerfect and MS Word). A.A. degree, or with requisite word processing skills may be substituted for experience.

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(A045) Survey Administrator

Position Description:

Administers the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training.

Minimum Education:

A.A or A.S Degree. High School diploma, or GED, and equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.

Experience:

Minimum one (1) year experience in survey administration, survey development, research, analysis, or management.

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(A046) Graphics Designer

Position Description:

Uses advanced desktop publishing, page layout, and/or typesetting software to design and develop high quality textual and graphic compositions to communicate complex technical information. Provides computer-based graphic art utilizing a variety of commercial-off-the-shelf software applications to edit and create original artwork and other documents such as certificates, publications, charts, posters, forms, labels, brochures, meeting and conference handouts, slides, posters, and other presentation aids and exhibits. Also maintains basic skills and working knowledge of Web development programming tools, including HTML. Develops a system for scheduling and tracking requests for graphics/artwork to insure timely and efficient completion of all work products. To provide graphical user interface design, offers specialized expertise in the design and layout of graphical user interfaces particularly screen layouts and functionality for client-server applications (e.g. Microsoft Windows presentation screens). Conducts studies, testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy.

Minimum Education:

A.A or A.S Degree. High School diploma, or GED, and equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.

Experience:

Minimum one (1) year experience in designing and using computer-based graphic applications.

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(A047) Graphics Designer Assistant

Position Description:

Uses advanced desktop publishing, page layout, and/or typesetting software to design and develop high quality textual and graphic compositions to communicate complex technical information. Provides computer-based graphic art utilizing a variety of commercial-off-the-shelf software applications to edit and create original artwork and other documents such as certificates, publications, charts, posters, forms, labels, brochures, meeting and conference handouts, slides, posters, and other presentation aids and exhibits. Also maintains basic skills and working knowledge of Web development programming tools, including HTML. Develops a system for scheduling and tracking requests for graphics/artwork to insure timely and efficient completion of all work products. To provide graphical user interface design, offers specialized expertise in the design and layout of graphical user interfaces particularly screen layouts and functionality for client-server applications (e.g. Microsoft Windows presentation screens). Conducts studies, testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy.

Minimum Education:

High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service.

Experience:

Minimum six (6) months experience in designing and using computer-based graphic applications.

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(A048) Graphics Designer Apprentice

Position Description:

Uses desktop publishing, page layout, and/or typesetting software to design and develop high quality textual and graphic compositions to communicate technical information. Provides computer-based graphic art utilizing a variety of commercial-off-the-shelf software applications to edit and create original artwork and other documents such as certificates, publications, charts, posters, forms, labels, brochures, meeting and conference handouts, slides, posters, and other presentation aids and exhibits. Also maintains basic skills and working knowledge of Web development programming tools, including HTML. Uses a system for scheduling and tracking requests for graphics/artwork to insure timely and efficient completion of all work products. To provide graphical user interface design, offers assistance in the design and layout of graphical user interfaces particularly screen layouts and functionality for client-server applications (e.g. Microsoft Windows presentation screens). Conducts testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy.

Minimum Education:

High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service.

Experience:

Minimum six (6) months experience in designing and using computer-based graphic applications.

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(A049) Executive Administrative Technician

Position Description:

Provides user services support for database access and submissions. Provides computer information search and retrieval for client staff. Capable of supervising and training support staff. Familiar with service desk procedures. Provides resource materials and literature searches for a wide variety of projects. Conducts research and production of bibliographies for clients and users. Responsible for deciding which sources to consult, how search strategies will be formulated, and for reviewing retrieved material for inclusion bibliographies.

Performs all necessary functions for support of client libraries, including collection development and acquisitions; searching databases, the Web, and other electronic sources; answering reference questions; organizing and publicizing new acquisitions to employees.

Performs typing assignments requiring the ability to follow directions and procedures. Proofreads for errors and proper format. Other duties include but are not limited to editing material to be typed, typing statistical reports, answering telephones, taking messages and making copies. Performs receptionist duties as required.

Minimum Education:

A.A or A.S Degree. High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service and 2 years of experience in administrative support work may be substituted for the A.A/A.S degree requirement.

Experience:

Minimum one (1) year experience in administrative processes and services, to include use of standard office computer software applications.

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(A050) Sr. Administrative Technician

Position Description:

Provides user services support for database access and submissions. Provides computer information search and retrieval for client staff. Capable of supervising and training support staff. Familiar with service desk procedures. Provides resource materials and literature searches for a wide variety of projects. Conducts research and production of bibliographies for clients and users. Responsible for deciding which sources to consult, how search strategies will be formulated, and for reviewing retrieved material for inclusion bibliographies.

Performs all necessary functions for support of client libraries, including collection development and acquisitions; searching databases, the Web, and other electronic sources; answering reference questions; organizing and publicizing new acquisitions to employees.

Performs typing assignments requiring the ability to follow directions and procedures. Proofreads for errors and proper format. Other duties include but are not limited to editing material to be typed, typing statistical reports, answering telephones, taking messages and making copies. Performs receptionist duties as required.

Minimum Education:

A.A or A.S Degree. High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service and 2 years of experience in administrative support work may be substituted for the A.A/A.S degree requirement.

Experience:

Minimum one (1) year experience in administrative processes and services, to include use of standard office computer software applications.

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(A051) Administrative Technician

Position Description:

Provides user services support for database access and submissions. Provides computer information search and retrieval for client staff. Capable of supervising and training support staff. Familiar with service desk procedures. Provides resource materials and literature searches for a wide variety of projects. Conducts research and production of bibliographies for clients and users. Responsible for deciding which sources to consult, how search strategies will be formulated, and for reviewing retrieved material for inclusion bibliographies.

Performs all necessary functions for support of client libraries, including collection development and acquisitions; searching databases, the Web, and other electronic sources; answering reference questions; organizing and publicizing new acquisitions to employees.

Performs typing assignments requiring the ability to follow directions and procedures. Proofreads for errors and proper format. Other duties include but are not limited to editing material to be typed, typing statistical reports, answering telephones, taking messages and making copies. Performs receptionist duties as required.

Minimum Education:

A.A or A.S Degree. High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service and 2 years of experience in administrative support work may be substituted for the A.A/A.S degree requirement.

Experience:

Minimum six (6) months experience in administrative processes and services, to include use of standard office computer software applications.

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(A052) Administrative Apprentice

Position Description: Familiar with service desk procedures. Provides resource materials and literature searches for a wide variety of projects. Conducts research for clients and users. Performs all necessary functions for support of client libraries, including collection development and acquisitions; searching databases, the Web, and other electronic sources; answering reference questions. Performs typing assignments requiring the ability to follow directions and procedures. Proofreads for errors and proper format. Other duties include but are not limited to editing material to be typed, typing statistical reports, answering telephones, taking messages and making copies. Performs receptionist duties as required.	
Minimum Education: High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service.	Experience: None.

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